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What Is An Amendment?

A change, addition or deletion to the – Approved Application

- Project Narrative Form
- Budget

Except Current Employee, Contractor, or Principal Participant



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Amendments Overview

- **3 amendments** per grant period
- **March 31, 2023** last day to submit amendments:
 - At the end of the 3rd quarter
 - 90 days from the end of the grant
- **3 types** of amendments:
 - Budget
 - Scope
 - Time



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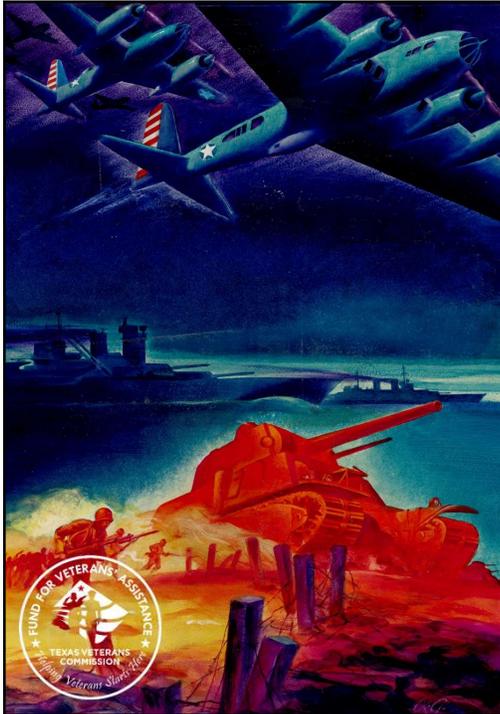
4

You can submit multiple proposed changes to your project in a single amendment.



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What can we amend?

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Budget Amendment

Change to the approved budget, including:

- Transfer funds between categories
- Adding new line items

The system will not allow you to submit a budget amendment or reimbursement request while another budget amendment or reimbursement is pending.



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Scope Amendment

- Change Project Narrative Form
 - Geographic Service Area
 - Beneficiaries
 - Beneficiary Eligibility



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Time Amendment

- Up to 6 months of additional time
 - Not eligible for Renewal
 - Not eligible to Apply for New Grant
- Cannot have two concurrent grants in the same grant program



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Types of Grant Amendments



Budget Amendments modify how you plan to spend grant funds in delivering services



Scope Amendments alter what, or where, services the grant funding can cover

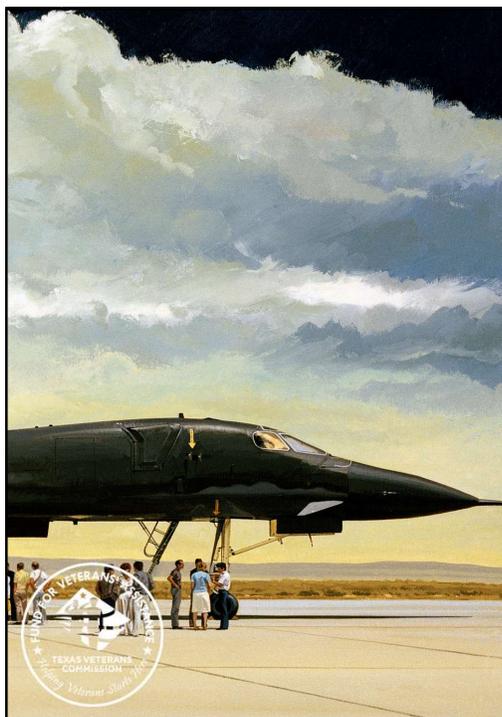


Time Amendments extend the grant period up to 6 months. May not extend beyond December 31, 2021



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How do we request the amendment?

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Amendment Requests



Time



Scope

Entirely in GovGrants



Budget

May require a spreadsheet to explain changes requested

- GO will provide copy
- Attach to GovGrants Amendment request

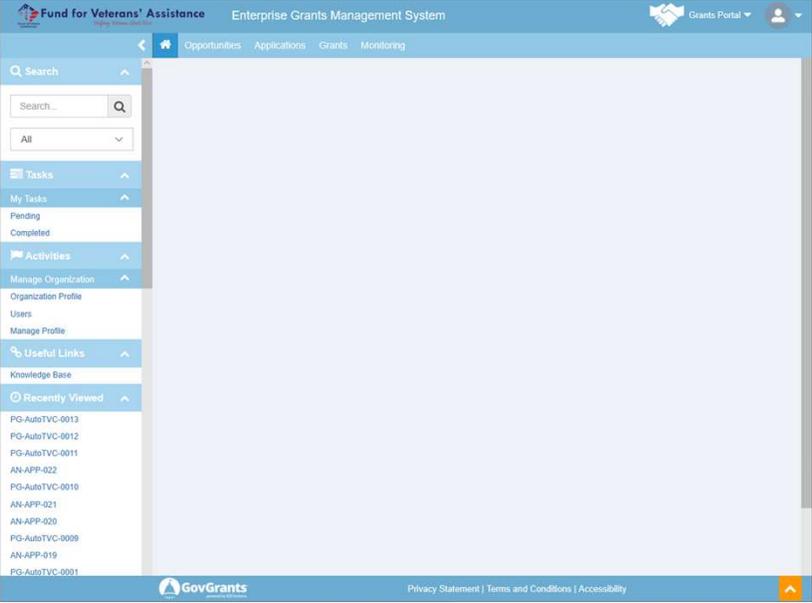


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Log in to GovGrants.

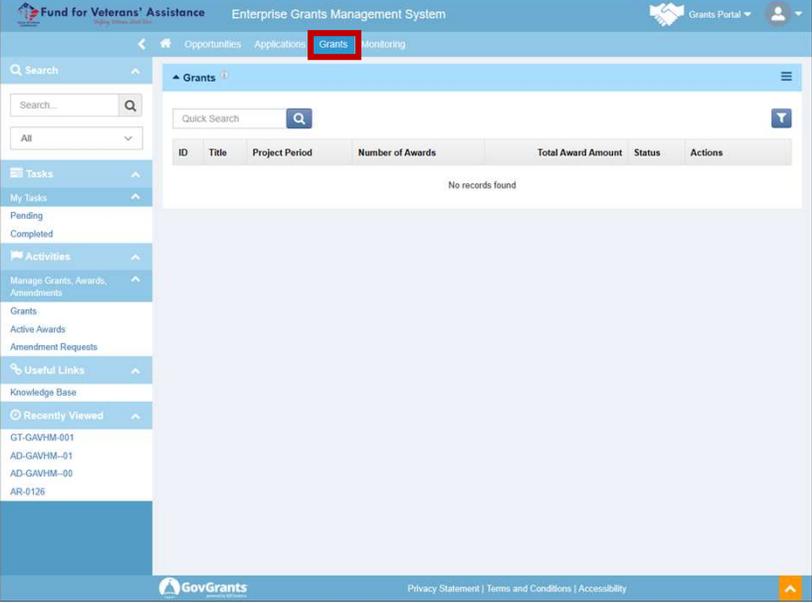


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Go to the Grants phase.



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Go to Active Awards and view the award you wish to amend.

#	ID	Program	Grantee Organization	Status	Award Amount	Actions
1	AD-VMH19-22	PG-VMH_19-0001	Jake Es Riding Round Up	Activated	\$75,000.00	

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Once the Award View loads, click on the Requests tab.

Expand 'Horses and Heroes' Program

ID: AD-VMH19-22 | Grantee Organization: Jake Es Riding Round Up | Grant ID: GT-VMH19-023 | Status: Activated

Project Period: 7/1/2019 To 6/30/2020

Grants And Awards Are Managed Throughout Program Life Cycle. The Awards Is Approved And Maintained By The Program Office. Once The Award Is Activat ...view more

Overview | \$ Budget | ★ Roles | Performance | Terms & Conditions | **Requests** | Attachments

Award Information

Award Title	Expand 'Horses and Heroes' Program	Grantee/Cognizant Agency	Texas Veterans Commission	Project Type	New
Award Issue Date	7/1/2019	State Program	PG-VMH_19-0001	App#	AP-VMH19-030
Grantee Organization	Jake Es Riding Round Up	Amendment Number	0		

Details

Scope/Award Description

System Fields

Created By	Erin Davenport	Created Date	07/12/2019 08:44 AM	Last Modified By	David Escamilla	Last Modified Date	08/16/2019 07:41 AM
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Click on the **New** button in the **Amendment Requests** section to create your amendment.



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The screenshot shows the 'Fund for Veterans' Assistance Enterprise Grants Management System' interface. The main content area displays the 'Expand 'Horses and Heroes' Program' award view. Below the award details, there are tabs for Overview, Budget, Roles, Performance, Terms & Conditions, Requests, and Attachments. The 'Requests' tab is active, showing a sub-section for 'Amendment Requests'. A red arrow points to a 'New' button in the top right corner of the Amendment Requests section. Below this, there is a table for Amendment Requests with columns for ID, Type, Purpose, Status, and Actions. The table currently shows 'No records found'. Below the Amendment Requests table is a section for 'Payment Requests' with a similar table structure.

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Select **Yes** or **No** in the dropdown box for each type of amendment, and click **Save**.



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The screenshot shows the same system interface as slide 17, but with a 'Create Amendment' dialog box open in the foreground. The dialog box has a title bar that says 'New' and contains three dropdown menus. The first dropdown is labeled '*Change To Grant's Scope?' and has '--None--' selected. The second dropdown is labeled '*Change To Grant's Project Period?' and also has '--None--' selected. The third dropdown is labeled '*Change To Grant's Budget?' and has '--None--' selected. Red arrows point to each of these three dropdown menus. At the bottom right of the dialog box, there are 'Save' and 'Cancel' buttons, with an orange arrow pointing to the 'Save' button.

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If the amendment is created successfully, you will get a green success message.

Click the blue pencil to enter your data.



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Enterprise Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

Search

Search... [Q]

All

Tasks

My Tasks

Pending

Completed

Activities

Manage Grants, Awards, Amendments

Grants

Active Awards

Amendment Requests

Useful Links

Knowledge Base

Recently Viewed

AD-VMH19-22

AR-0130

GT-GAVHM-001

AD-GAVHM-01

AD-GAVHM-00

AR-0126

Record saved successfully

Award View

Expand 'Horses and Heroes' Program

Generate NOGA - PDF

ID	Grantee Organization	Grant ID	Status
AD-VMH19-22	Jake Es Riding Round Up	GT-VMH19-023	Activated

Project Period
7/1/2019 To 6/30/2020

Grants And Awards Are Managed Throughout Program Life Cycle. The Awards Is Approved And Maintained By The Program Office. Once The Award Is Activat
...view more

Overview \$ Budget Roles Performance Terms & Conditions Requests Attachments

Amendment Requests

Quick Search [Q]

ID	Type	Purpose	Status	Actions
AR-0130	Formal Amendments		Created	

Total Records: 1

Payment Requests

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If the amendment was not created successfully, the system will show a red error box.



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Enterprise Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

Search

Search... [Q]

All

Tasks

My Tasks

Pending

Completed

Activities

Manage Grants, Awards, Amendments

Grants

Active Awards

Amendment Requests

Useful Links

Knowledge Base

Recently Viewed

AD-VMH19-22

AR-0130

GT-GAVHM-001

AD-GAVHM-01

AD-GAVHM-00

AR-0126

The following error(s) occurred:

- Change To Grant's Project Period? - You must enter a value

Create Amendment

Award
AD-VMH19-22

*Change To Grant's Scope?
Yes

*Change To Grant's Project Period?
--None--

*Change To Grant's Budget?
Yes

ID	Type	Net Amount This Action	Invoice Period Start - Finish	Status	Actions
PR-VMH19-07	Reimbursement	\$0.00	9/1/2019 To 9/30/2019	Created	
PR-VMH19-63	Reimbursement	\$3,634.61	7/1/2019 To 7/31/2019	Approved	

https://bc-grants-training--ccs32.visual.force.com/apex/CreateAmendment

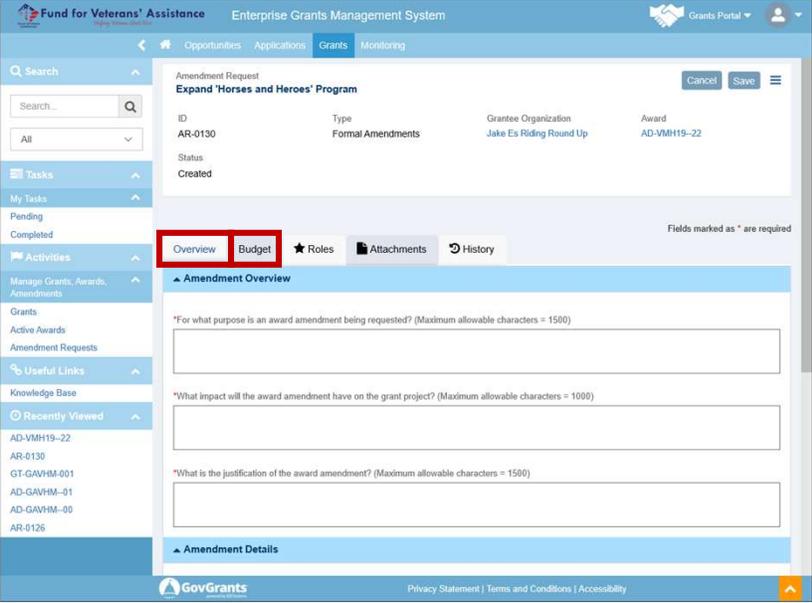
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Enter your data in the Overview tab of the Amendment Request.

Complete the Budget tab if requesting a Budget Amendment.

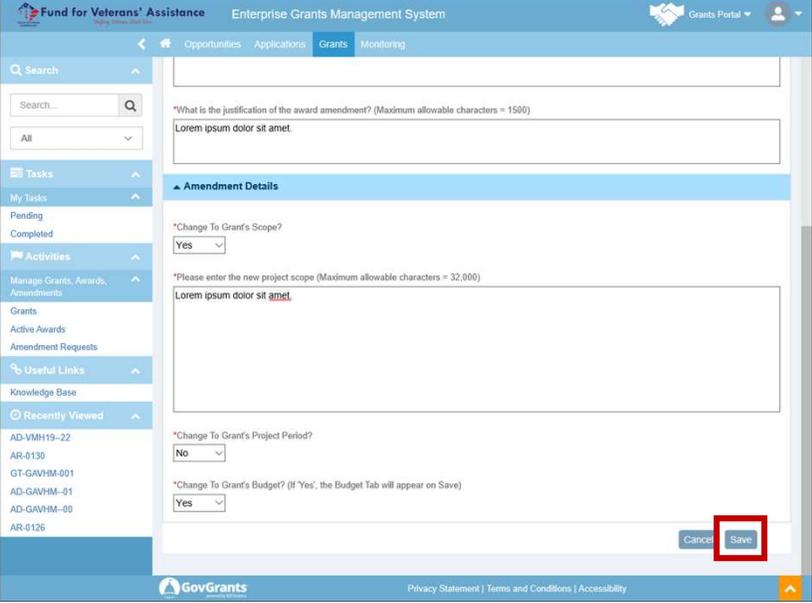


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At the bottom of each data entry section, remember to click Save.



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Once you have entered all your information for the Amendment Request, click Submit For Approval.

The screenshot shows the 'Fund for Veterans' Assistance Enterprise Grants Management System' interface. The main content area displays an 'Amendment Request' for the 'Expand 'Horses and Heroes' Program'. The request ID is AR-0130, the type is 'Formal Amendments', the grantee organization is 'Jake Es Riding Round Up', and the award is 'AD-VMH19-22'. The status is 'Created'. A red box highlights the 'Submit For Approval' button in the top right corner. Below the header, there are tabs for 'Overview', 'Budget', 'Roles', 'Attachments', and 'History'. The 'Amendment Overview' section contains several text input fields with placeholder text like 'Lorem ipsum'. The 'Amendment Details' section includes questions such as 'Change To Grant's Scope?' and 'Change To Grant's Project Period?' with 'Yes' and 'No' options.

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Appeals

- Decisions are final
- Non-appealable

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*Last day to submit
an Amendment!*

March 31, 2023



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Questions

**Contact Grant Officer
or
FVA**

-  (512) 463-1157
-  grants@TVC.Texas.gov
-  TVC.Texas.gov/grants



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